INTERACTIVE WORKFORCE
INSTRUCTIONS FOR BENEFITS OPEN ENROLLMENT

Log On Instructions

➢ Please use the same log on instructions that you used to process your checklist.

Open Enrollment Information

➢ Using the Navigation Menu, click on Employee to expand the options available.
➢ Click on Benefits Enrollment to expand the options available.
➢ Click on Important Information to view information regarding the Open Enrollment process.
➢ You may access each page under Important Information by clicking on the tab at the top of the page.
➢ After reviewing all of the tabs, click on Benefits Eligibility on the Navigation Menu.
➢ This page provides a list of the benefits that you are eligible to enroll in using Interactive Workforce and the payroll deduction associated with that benefit.
➢ After reviewing your eligibility, click on Enroll in Benefits. This option will display your Benefits Enrollment Summary.

Processing Your Open Enrollment

➢ You may only process your enrollment using Interactive Workforce if you are keeping your dependents the same as they are in eCyborg now. If you need to add or delete a dependent, you will need to process your Open Enrollment using the paper forms.

➢ On the Benefits Enrollment Summary page, you may click on Carry Selections Forward if you plan to enroll in the same plans as last year. This option will only carry over plans that you enrolled in. If you elected not to enroll in a plan, you will still need to waive that plan.

➢ You may review your options one by one by clicking on the type of plan which is highlighted in blue typing on the screen. This will bring you to Step 1: Choose a Plan.   Once you make your selection, click on Next Step at the bottom of the screen.

➢ Step 2 of 3: Select Family Members to be Covered is the next screen for your review. Select which family members that should be covered under this plan. Once you make your selection(s), click on Next Step at the bottom of the screen.

➢ Step 3 of 3: Confirm Enrollment is the next screen for your review for accuracy. Once reviewed, click on OK to finish the enrollment for this coverage.

➢ Use this same process for all plans except flexible spending accounts.

➢ To enroll in Medical Spending Account or Dependent Care Spending Account, click on the type of spending account. You will need to either elect to enroll or decline enrollment in the plan. If you elected to enroll in the plan, you will be required to complete the Contribution or Coverage Amount. For those employees who waive coverage in all other plans and are eligible for the $1,000 health care incentive, you will need to indicate $1,000 in the Contribution or Coverage Amount. If you plan to enroll for more than the $1,000, add the $1,000 to the amount you plan to contribute.

➢ If you elect to enroll in a Medical or Dependent Care Spending Account, you will need to confirm your enrollment. Step 2 of 2: Confirm Enrollment should be reviewed for accuracy. Once reviewed, click on OK to finish the enrollment for this plan.

➢ Once you have made all selections and all items are checked off, the Finished Enrollment option will appear at the bottom of the screen.   Click on Finished Enrollment and an Enrollment Confirmation will appear. Please review it carefully for accuracy and print for your records.

➢ To be sure that you have completed the enrollment process, click on Benefits on the Navigation Menu. Click on Next Year's Enrollment.   If you have successfully completed the enrollment process, your Open Enrollment selections will appear in this area.

➢ If you wish to make changes to your selections, you may do so up to May 31, 2005.   After June 1, 2005, the Open Enrollment process will be closed in Interactive Workforce.